Region VII Operating Committee Fall 2016 Meeting

Thursday, September 22, 2016

10:00 AM  Louisville Slugger Factory Tour begins

12:00 PM  Lunch will be provided at the meeting location (Four Points by Sheraton Louisville Airport)

1:09 PM  Official ROC business will begin: Call to Order - Host Chapter and RVP Welcome
          Attendee Introductions – All
          Chapter Roll Call and Establish Quorum – Tara Falin
          Need 11 for Quorum - (14 chapters present + 2 extra)
          Review ROC Agenda
          Appointment of Deputy RVP – Christina Merriott (Central Indiana)
          Motion:  Stan Wilson (Kitty Hawk)
          2nd: Thomas Bayer (Chattanooga)
          All in favor
          Appointment of Time Keeper – Sarah Carty (Louisville)
          Parliamentarian – Stan Wilson (Kitty Hawk)

1:21 PM  Approve Meeting Minutes from April 2016 Spring ROC Meeting
          2 corrections made to minutes; resent to Tara Falin for records.
          Motion – Salina Schmidt (Middle Tennessee)
          2nd – Sarah Carty (Louisville)
          All in Favor

1:28 PM  Chapter Reports (30 Minutes – 5 minutes each)
          Chattanooga – Thomas Bayer; Central Ohio – Layne Wortman (partial);

1:48 PM  Nominations and Elections Committee Update/Discussion – Brad Weber (Southwest Ohio)
          Received – 3 nomination packets; 1 for RVP; 2 for AD South
          Need Candidates for Central and North Areas
          Need at least 1 more RVP nominations:
          Kim McDowell – Question about deadline for RVP; currently passed; grace period?
          Preliminary Slate publish date is November 1st.
          Need candidate to be submitted for vetting by Society
          Final slate published to members 30 days before elections (December needed)
          If no other candidate; Society N&E decide if move forward or continue search.
          Targeted recruitment is best method
          On Board October Agenda to move forward with special election for South Area Director
          Special Election – October/November Timeframe
          21 day election process, involves area presidents only vote
          Candidates will be contacted and dates will be confirmed with N&E Committee
          Review Criteria for AD and RVP
          Discussion – require to be Professional Member and held an office in the list.
          (Chapter President, Area Director, practice specialty admin, ARVP,
          Society Committee or Sr. Leadership Position)
          Clarify examples of “senior leadership position for one year”? 

Indiana, Kentucky, Michigan, Ohio, Tennessee, West Virginia
Chapter Vice President; Chair of Education Courses, etc.
Subject to interpretation by the Nom/Elec Committee.
Critical Piece is finding a 2nd RVP candidate.

2:06 PM
Area Director Discussion
Possible candidate for North Area – Tara Falin follow-up with individual
Need 2 candidates for Central and 1 for North
Time Commitment: within 2 year term – visit all chapters at least once as RVP
With AD + RVP, divides chapter visits among 4 people

2:18 PM
Chapter Reports (30 minutes – 5 minutes each)
Central Ohio – Layne Wortman (continued)
Louisville – Sarah Carty & Barry Spurlock

2:34 PM
Break – 10 Minutes

2:55 PM
Chapter Reports (30 minutes – 5 minutes each)
Kittyhawk – Stan Wilson
Michiana – Jon Hewitt
**ACTION ITEM:** Tara Falin contact Society to have Michiana finances returned to the chapter

3:15 PM
Website updates – by Society or Chapter Members
Society – send email to chapterwebupdates@asse.org
When updates complete, get return email that was complete.
Kim McDowell – Back up staff available if Mark is out.
Adding staff members to email service to follow up with requests if Mark is unavailable.
Steve Hanson left Society end of June 2016
New Manager Chapter Communities: Arielle Semmel – more info on Society website

3:24 PM
McKinley – George Shay
Central Indiana – Christina Merriott

3:48 PM
ARVP Reports (5 minutes each)
- ARVP of Finance – Martin Currie (Submitted spreadsheet report)
  - West Tennessee ROC check not cashed. Sent 8/28/16
  - Dues Reports/Deposits – sign over to Tara banking info
  - Safety Matters Campaign – all turned over to Society
  - Discuss 3rd place winnings tomorrow
- ARVP of Communications – Jonathan Zimmerman
  - No report until tomorrow with Chapter Report
- ARVP of Governmental Affairs and Professional Affairs – Vince Plank
  - No new updates
- ARVP of Practice Specialties and Standards – Selena Schmidt
  - Upcoming Webinars – email info forthcoming
  - Open positions – Special Election – watch email for information
  - April 31st – Membership: 24,000 Practice Specialties; 7300+ Common Interest
    (Total membership 37,000 Plus; Attendance PDC 4,500)

3:57 PM
Business Discussion
- Future ROC Meetings
  - Spring 2017 ROC: West Michigan (Grand Valley State University)
  - Fall 2017 ROC: Central Indiana
  - Spring 2017 ROC: Chattanooga – Tentative

Indiana, Kentucky, Michigan, Ohio, Tennessee, West Virginia
• Safety Professional of the Year (SPY) Award Committee Update
  o Chair: Eric Allen (West Tennessee), Jimmie Tullis (Middle Tennessee), and Zachery LeMasters (Greater West Virginia)
  o 2015-2016 Scott Cole won award - unable to attend due to illness
  o Deadline to Committee is February 1, 2017

4:00 PM Chapter Reports (30 Minutes – 5 minutes each)

4:03 PM Adjourn ROC Meeting – Day 1
Thank you Louisville Chapter and Melissa for a great behind the scenes tour of Louisville Slugger
  ~ George Shay – McKinley Chapter

Motion table additional Chapter Reports and Adjourn for today – Sarah Carty, Louisville;
Second: Jon Hewitt, Michiana
All in Favor

5:00 PM Bus leaves for Social Event (Churchill Downs)
Region VII Operating Committee Fall 2016 Meeting

Friday, September 23, 2016

9:03 AM Call to Order & Roll Call – Tara Falin

9:03 AM Establish Quorum – Deputy RVP
Scott Cole (Northern Ohio) – SPY Award Congratulations
(Society will be sending award directly to Scott)

9:10 AM Chapter Reports (25 minutes – 5 minutes each)
West Tennessee – Eric Gillespie
Southwest Ohio – Jonathan Zimmerman
Lansing – James Stokes
   Exploring process to change name to represent the entire area.
   Proposed name: Mid-Michigan Chapter
   Membership feedback and approval; proceed to RVP then to Society
By-Laws Change to modify chapter name
Middle Tennessee – Salina Schmidt
Greater West Virginia – Zach LeMasters
Anthony Wayne – Dan Turzillo
Greater Calumet - Jean Ziga
Northern Ohio - Scott Cole
Greater Detroit - Jessica Jannaman

10:30 AM Break - 30 Minutes (check out of hotel; business calls, etc.)

11:00 AM Foundation Discussion – Tara Falin & Jimmy Tullis (Middle Tennessee)
Tara will give slide presentation to Jonathan Zimmerman (Southwest Ohio)
to post on Region VII Website
Safety Matters Challenge – 3rd Place Winner!
Winnings $8,029
Worksheet to divide and use into 5 areas:
   Academic scholarships, Professional Education Grants
   Student Section Grants, Family Scholarship Fund, Research
Jessica Jannaman (Greater Detroit) – Suggestion Survey members/chapters
   Develop a weighted percentage for applying funds among these 5 options.
Past ROC discussions: potential use of winnings to use for financially challenged
   chapters to apply and use to attend leadership conferences or other events.
Academic Scholarships – Region VII Chapters already have many in place,
   not as high a priority due to existing structures
Professional Education Grants – appear to be more in line with our original discussion
Research – okay if it is restricted to Region VII business
Safety Matters Committee will meet and discuss approach to dividing funds. Committee will bring to monthly conference call.

**ACTION:** Tara will contact committee and schedule meeting for discussion.

**10:20 AM**

**Business Discussion**

- **Struggling Chapters**
  - SOG 8.10 – Charter Maintenance
  - East Tennessee: Knoxville, TN area; 192 members
    - Group emailed Tara Thursday morning with Board Members
    - Group is also having meetings regularly
    - Tara is going to schedule meeting with their Board.

- **Chapter Tracking Update**
  - Leadership Form - 95.45%
  - Annual Report - 54.55%
  - If info is incorrect, contact Tara and she will correct
  - Please copy Tara Falin when submitting reports

- **Chapter Operations Management Tool**
  - Annual Plan – 63.64%
  - Made updates – 72.73
  - Accessed – 81%

- **Strategic Priorities** – Tara work with Jonathan Zimmerman (Southwest Ohio) to add to Region VII website
  - Professional Development
  - ASSE Standards
  - Member Communities
  - Value of the Profession

**11:30 AM**

**Training – Succession Planning – Table Topic**

Will host “go to meeting” to cover this topic

**11:30 AM**

**Leadership Conference – October 13-15, 2016**

- How many going (show of hands)
- Host Hotel sold out; other area hotels available nearby
  - Residence Inn has ASSE Room Block – Shuttle will be available

**ACTION:** Tara will send out additional information.

- **Best Practice Showcases** – presented by chapters
  - Contact Tara or Kim McDowell if want to share your story
- **List of current attendees** – verify list, if registered but not listed – tell Tara.
- **Region night out** – attendees will receive email from Tara to select activity or dinner.
  - Typically choose dinner, meal is covered by individual
  - Do we continue practice or have Region pick up the bill?
    - Region expenses – typically $1,000 for each ROC
    - General consensus – continue with individual cover cost of their own meal/event during regional outings

**11:40 AM**

**Announcements**

- **Future Leaders** – November 3-4, 2016 (Thursday & Friday)
- Registration and Hotel is no cost
- Travel to/from covered by attendee
- ASP credential has been approved as a qualified credential for ASSE Professional membership in conjunction with bachelor’s degree and 5 years of OSH Experience.
  - Contact customerservice@asse.org to change membership
- Professional Safety Journal
  - Free ad 1 per year for each region and chapter
  - What is approval process to verify chapter member is authorized to publish an ad on behalf of the chapter? (Selena Schmidt, Middle Tennessee)
    - Kim McDowell will ask editorial team if part of process.
    - If not, will be sure to add something to process to confirm.
- Seminar fest is February 10-16 2017 – earn up to 5.1 CEUS in one week
- Safety 2017 - June 19-22 – Denver, CO
  - 2018 – San Antonio
  - 2019 – New Orleans
- Review upcoming dates/Calendars
  - November 1st – SPY and Fellow
  - December – Nomination Committee
  - March 1 – changes to dues for 2018
  - Salina Schmidt (Middle Tennessee) – suggest adding reference to COMT tool to all calendar reminders where submittal is required using the tool.
  - Kim McDowell – will bring to Society to have that added to the calendar summaries.
- Jobs announcements – Can post on region website
  - Can Society link – region job postings with chapter locations

11:58 AM  Lunch

12:10 PM  Meeting Wrap Up
- Housekeeping
- Parking Lot Review
  - Action items from meeting minutes
  - Tara give flash drive of PowerPoints to Jonathan Zimmerman (SWO)
- Topics for Next ROC
  - Name Tents
  - Survey Monkey
  - CEU applications / best practices / development / discussion

- Like / Not Like
Like – meeting in the hotel; less travel (got room for free because food purchase)
Like – learned about horses
Like – see everyone and network
Like – ROC in hotel
Like – Churchill Downs
Like – Network
Like – 10 minutes for chapter updates
Like – removal of financial info from general reports
Like – appreciate overnight bag (sleep aide)
Dislike - Phone in side is very difficult to hear
Like – meeting was good
Like – Hospitality of local chapter
Dislike – AV connection / technical difficulties
  Suggestion to purchase equipment for the Region to use - Eric Gillespie (West Tennessee)
  Lance Wortman (Central Ohio) volunteered to research
  Chet Brandon (Central Indiana) will help too
Like – Venue, host chapter, specifically some rough spots (ha ha)
Like – positive experience, enjoy discussion
Dislike – 3rd ROC – just getting to know people; would like to find way to maintain momentum and interaction
Like – venue, interaction, Churchill Downs was nice – not something would normally have available to do
Like – ditto – venue, networking, etc.
Like – activity close to venue.
Like – one of 1st ROC’s been to with 1/3 people new to group
Like – individual chapter presentations, great ideas from others to improve their own chapter
Like – networking/social event
Likes – Ditto other comments
Like – marked Churchill Downs off bucket list (even though wasn’t Kentucky Derby)
Like – Echo others comments
Like – location near the airport, meeting at hotel
Thank you to Louisville for hosting and group effort
Dislike – not able to attend both days due to schedule
Like – inspirational – want to go back and do better with chapter
  Group well-informed and friendly
Like – 1st ROC attended – great experience – learned lots and better understanding as will be moving up
Like – social event and Louisville slugger tour
Like – I Made $9!!
Like – Thurs/Fri format instead of running into Saturday
Like – 14 ideas for external funding, CEU info, Slugger tour, learned
Like – Churchill Downs – secretariat statue
Like – 2nd ROC – excellent meeting, thanks Louisville for hosting
Like – picked up more info to take back to chapter
Like – Always pull something interesting from the ROC – this is 2nd attendance
Like – Host Chapter efforts
Like – Thank to group local to Louisville for helping. Planning leader was 1 hour out of town, great team effort and learned a lot from each other
Like – meeting location at hotel
Dislike – I lost $20
Love/Hate – conference call, prefer face to face; appreciate time taken to attend in person
  Figure out AV system that will easier and better from meeting
Dislike- Did not get to Succession Planning Training Topic
  Will add Go-To Meeting conference call to cover

- Closing Comments
  - No October conference call – Tara is taking a vacation!!
  - Watch for emails from Tara with reminders, updates, etc. over the next few days.
Thank you for coming to Louisville

Collecting products for Ronald McDonald house at leadership conference
- Travel size items, snack size items, Gift Cards are all accepted.
- Send with attendees or send to Tara Falin

12:33 PM Adjourn Fall 2016 ROC Meeting
- Motion to Adjourn – Stan Wilson (Kitty Hawk)
- 2nd – John Hewitt (Michiana) and Zach LeMasters (Greater West Virginia)
- All in Favor

ROC MEETING LOCATION:  Four Points by Sheraton Louisville Airport - 2850 Crittenden Drive - Louisville, KY 40209